

APPLICATION FOR CERTIFICATION AS AN EMPLOYEE-LEASING COMPANY

Unemployment Insurance Account Number	Federal Employer Identification Number
If you do not have an unemployment insurance (UI) account number, you must attach a completed Form CR 0100, Colorado Business Registration, when you return this application. Go to www.coworkforce.com/UIT , click on UI Business Forms , and select Form CR 0100, Colorado Business Registration.	
Employer Name (Legal Business Name)	
Trade Name (Doing Business As)	
Business Address (include city, state, and ZIP code)	
Colorado Business Address (if different from above)	
If you have more than one Colorado business address, provide any additional addresses on another sheet of paper and attach.	
Contact Name	Title
Contact Telephone Number	Contact E-mail Address

Provide the requested information for all owners and/or officers of a corporation. (Attach additional sheets of paper as necessary.)

Name	Title	Percent of Ownership or Interest

What percentage of your business is devoted to employee leasing? _____

How many work-site employers are contracted with your employee-leasing company? _____

Do you specialize in providing employee-leasing services for any specific business or industry? ☐ Yes ☐ No

If **Yes**, specify the types of business or industry _____

Are you currently using any work-site employer's UI account number for tax and wage reporting purposes? ☐ Yes ☐ No

If **Yes**, in accordance with the Colorado Employment Security Act 8-70-114 (2)(a)(VII), the employee-leasing company is the only employing unit for the work-site employees and has the responsibility to pay all UI taxes from their own accounts and provide all required reports. If a **work-site employer** is not considered the employing unit for any other employees, the work-site employer must complete Form UITL-2, Employer Change Request, to close the existing UI account that you are using to report tax and wage information for the work-site employees.

Provide the work-site employer names and UI account numbers. (Attach additional sheets of paper as necessary.)

Are the owners or officers of any work-site employer also employees of your employee-leasing company? ☐ Yes ☐ No

Do you share ownership or interest with any work-site employers? ☐ Yes ☐ No If **Yes**, provide the work-site employer names and your percentage of ownership or interest. (Attach additional sheets of paper as necessary.)

Do your employee-leasing company and any work-site employer have common officers of a corporation? ☐ Yes ☐ No

If **Yes**, provide the work-site employer names and officer names and titles. (Attach additional sheets of paper as necessary.)

Are your employee-leasing company and any of the work-site employers operated in whole or in part by related family members of either the employee-leasing company or work-site employers? ☐ Yes ☐ No

If **Yes**, provide the names and job titles of the family members and the name of the business the family member operates.

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To obtain certification as an employee-leasing company conducting business in Colorado, you must provide evidence of your ability to pay UI taxes from your own accounts for all work-site employees. You must select **one** of the following method by which you will provide this securitization to the UI Program:

- ☐ Execute and file a surety bond, letter of credit, or cash escrow equal to 50 percent of the total UI taxes assessed during the previous calendar year. The initial security amount for a new employee-leasing company is equal to the standard UI tax rate (.0170) multiplied by 50 percent of its projected taxable payroll for the current calendar year as estimated by the employee-leasing company.

NOTE: Before the security amount can be determined, you must complete and return the enclosed Form UITL-39, Coemployer Annual Report and Certification, **and** a list of work-site employers and work-site employees. Upon review of these documents, the UI Program will send you Form UITL-73, Employee Leasing Company's Election to Submit Security, for your completion and return with the required security.

- ☐ Provide the most recent independently audited financial statement prepared by a certified public accountant, which demonstrates that you have an accounting working capital of not less than \$100,000. The financial statement must be no older than 13 months.

NOTE: If you select this option, you must include the required independently audited financial statement when you return your completed application.

- ☐ Receive and provide an annual accreditation by a qualified, bonded, and independent assurance organization as approved by the Colorado Department of Labor and Employment.

NOTE: If you select this option, your accreditation as an employee-leasing company (signed by you and the assurance organization) must be received along with your completed application. The accreditation must provide certification of compliance with all applicable laws and regulations of CESA and the Regulations Concerning Employment Security.

Payment of a nonrefundable fee of \$500 must accompany this completed application. Make your check payable to the Colorado State Treasurer, and, if applicable, include your employer account number on your check. Do not send cash.

I acknowledge that I have read and understood the rights, requirements, and responsibilities set forth for employee-leasing companies and work-site employers under CESA 8-70-114 and 8-76-104 (8).	
I certify that the information provided as part of this application is true, correct, and complete to the best of my knowledge.	
Name of Owner, Partner, or Corporate Officer	Title
Signature	Date